

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Supply Division, OL

DATE: 14 Sep 1961

FROM : Chief, Planning Staff, OL

SUBJECT: Storage of Finished Intelligence [REDACTED]

25X1A

REF : Memo to the Deputy Director (Intelligence) from the Vital Materials Officer, OCR, subject: "Multiple Sets of Selected Vital Materials", dated 3 May 1960

1. The reference, a copy of which is attached for your further information and guidance, requested approval of dispersed storage of vital materials, asked for OL assistance in the program, and recommended that filming of intelligence be commenced. The reference indicated a total program cost of \$52,560.00, and the recommendations were approved by the DD/I.

2. The originator of the reference, [REDACTED] Vital Materials Officer, OCR, has discussed his requirement with this Staff, and asks that Supply Division, OL, provide secure space [REDACTED] sufficient to accommodate one 8-drawer, combination lock, insulated, IBM-card safe file cabinet, one 3M reader-printer, and a small supply of photographic paper and chemicals. The space, its location, and access to it must be approved by the Office of Security because the stored, finished intelligence will be classified "Secret", and will be basic to the production and evaluation of further intelligence.

25X1A

25X1A

25X1A

3. Material to be filed will consist of exposed negatives of actifilm, the size of IBM cards, which will accommodate up to 72 pages of printed material. [REDACTED] plans to send the material in bulk to storage locations where it will be filed. Periodically, he, or someone from his office, will visit storage locations for the purpose of detail filing of the negatives in accordance with a plan.

25X1A

4. It is recommended you give every consideration to this request of the OCR. At present, [REDACTED] is located in room 1415 "M" Building, telephone extension [REDACTED] It

25X1A

25X1A

~~SECRET~~

5301

141114

SECRET

SUBJECT: Storage of Finished Intelligence [REDACTED]

25X1A

is suggested he be contacted directly regarding requirements for requisitioning of equipment, etc., when and if his secure space requirements can be satisfied.

For Office of Central Reference [REDACTED]

25X1A

It is suggested that procedures for the receipt and bulk filing of vital material at dispersed locations be coordinated with the Office of Security in order that further staff action will not be required, when and if an affirmative acceptance is received from Supply Division, OL.

For Office of Security:

The [REDACTED] has a resident Security Officer on its staff. It is suggested that the Office of Security's requirements for the secure storage of the subject vital material be transmitted to the [REDACTED] and its Security Officer, through Chief, Supply Division, OL.

25X1A

25X1A

Attachment:

The Reference

Distribution:

- Orig & 1 - Addressee (w/attach)
- 1 - OS/Phys. Sec. Div. (w/attach)
- 1 - OCR (w/o attach)
- 1 - D/L (w/attach)
- 1 - OL/PS (Official) (w/attach)

OL/PS/P&C: [REDACTED] (14 Sept 61)

25X1A

SECRET

☐ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☒ SECRET

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Planning Staff, OL  
1123 Qtrs Eye

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, Supply Division,  
OL

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

OL 1 4983

UNCLASSIFIED CONFIDENTIAL SECRET

25X1A  
CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1		R	9/18/61
2			
3			
4			
5			
6			

<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:  
2. Coordinate action, prepare instruction for [redacted] and also reply to OCR thru OL/PL.  
06/55

FOLD HERE TO RETURN TO SENDER  
FROM: NAME, ADDRESS AND PHONE NO. DATE  
9/18/61

UNCLASSIFIED CONFIDENTIAL SECRET

STATINTL

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

SECRET

C  
O  
P  
Y

C  
O  
P  
Y

3 May 1960

MEMORANDUM FOR: Deputy Director, Intelligence  
THROUGH: Assistant Director, Central Reference  
SUBJECT: Multiple Sets of Selected Vital Materials

PURPOSE

To provide reasonable assurance, in the event of nuclear attack, of the survival of a core collection of information essential for intelligence.

BACKGROUND AND DISCUSSION

At the present time there is a good collection of finished intelligence, plus selected intelligence information in various forms, at the CIA Relocation Site. No other emergency collection contains information on a comparable range of subjects from the same variety of sources.

Current thinking on emergency planning indicates that there can be no guarantee that the Vital Materials collection at the CIA Relocation Site or at any site available in the next year or two would survive a nuclear attack.

The likelihood of survival would be greatly increased by dispersion. In the case of documentary information, this could be achieved by placing collections of carefully selected finished intelligence at several sites around the country. One set would prob-

25X1A

Additional sites might include colleges in small towns; bank vaults; rented cave or warehouse space; military installations removed from obvious priority targets; or facilities specially constructed for the purpose.

SECRET

SECRET

C  
O  
P  
Y

C  
O  
P  
Y

A minimum collection would consist of a set of National Intelligence Surveys, plus an approximately equal volume of other finished intelligence. Rosters of recruitable experts and similar information might also be included.

Reproduction techniques now available would permit the reduction of this material to approximately 20,000 actifilm cards, each card 5"x8". The cost of microfilming and preparation of ten sets of actifilm cards, as indicated in Tab A, would be approximately \$43,800.00. This could be absorbed within OCR's cost limitation.

Each set of actifilm cards, together with instructions, indexes, and selected maps in hard copy or transparent slides, would require an eight drawer safe cabinet. Sufficient safe cabinets of this type have recently been emptied by retirement of little used material to the Records Center.

Maintenance of Vital Materials sets on actifilm would be relatively simple, since most items of finished intelligence would fit on one or two cards. An envelope of "changes" could be sent by registered mail every few weeks to the cleared custodian responsible for each set. He would replace the cards in the file with the revision cards, or would file new cards to continue a series. The cost of preparing maintenance cards for ten sets would probably be approximately \$12,000 per year.

The file of actifilm cards could be used by persons not expert in filing. Each card has space for a typed title. Groups of cards can be indicated by guide cards. The filmed text can be read with standard microfilm equipment and can be printed in semi-permanent form by a non technician using a 3M Microfilm Reader-Printer. If all else fails, the text can be read by a powerful magnifying glass. Elementary reading and copying equipment would total approximately \$860.00 per set, or a total of \$8,600.00, which would be chargeable to OCR funds.

At my request, the Chief of Geographical Research, ORR, will provide suggestions for locations which would meet the requirements of dispersion.

Since the classification SECRET is sufficient for most of the basic information for intelligence research and operations, it is desirable to proceed with dispersal of such materials, without waiting for decisions regarding materials of higher classification.


SECRET

C  
O  
P  
Y

C  
O  
P  
Y

RECOMMENDATIONS

1. That the development of small, dispersed collections of Vital Materials be approved in principle.
2. That the Office of Logistics be asked to obtain access to suitable storage space at dispersed locations, checking as appropriate with the Office of Security.
3. That filming of selected finished intelligence begin as soon as possible.

  
Vital Materials Officer  
Office of Central Reference

25X1A

CONCURRENCE:

/s/  
PAUL A. BOREL, Assistant Director, Central Reference

APPROVAL:

/s/  
ROBERT AMORY, Jr., Deputy Director of Intelligence



SECRET

C  
O  
P  
YC  
O  
P  
Y

## TAB A

COST ESTIMATES FOR ESTABLISHING TEN VITAL MATERIALS COLLECTIONSMicrofilming

NIS - 300,000 pages at 1 1/4 cents per page	\$ 3,800.00
Other finished - 400,000 at 1 1/4 cents per page	5,000.00

Conversion to Actifilm

NIS - 16mm rolls at \$15	4,500.00
plus cost of actifilm at 10.5 cents per card	840.00
Other - 16mm rolls at \$15	6,000.00
plus cost of actifilm at 10.5 cents per card	1,160.00

Additional Sets

NIS - 9 x 8,000 cards at 2 cents per card	1,440.00
plus cost of actifilm at 10.5 cents per card	7,560.00
Other finished - 9 x 12,000 at 2 cents	2,160.00
plus cost of actifilm at 10.5 cents	11,340.00

Total for filming	\$ 43,800.00
-------------------	--------------

Storage Equipment

10 safe cabinets, 8 drawers each	on hand
----------------------------------	---------

Reading and Copying Equipment

10 3M Reader Printers at \$700.00	\$ 7,000.00
20 Magnifying Glasses at \$15.00	300.00
Paper and chemicals	1,020.00
10 tables at \$44.00	440.00

Total for Equipment	\$ 8,760.00
---------------------	-------------

SECRET

SECRET

C  
O  
P  
Y

C  
O  
P  
Y

3 May 1960

MEMORANDUM FOR: Deputy Director, Intelligence  
THROUGH: Assistant Director, Central Reference  
SUBJECT: Multiple Sets of Selected Vital Materials

PURPOSE

To provide reasonable assurance, in the event of nuclear attack, of the survival of a core collection of information essential for intelligence.

BACKGROUND AND DISCUSSION

At the present time there is a good collection of finished intelligence, plus selected intelligence information in various forms, at the CIA Relocation Site. No other emergency collection contains information on a comparable range of subjects from the same variety of sources.

Current thinking on emergency planning indicates that there can be no guarantee that the Vital Materials collection at the CIA Relocation Site or at any site available in the next year or two would survive a nuclear attack.

The likelihood of survival would be greatly increased by dispersion. In the case of documentary information, this could be achieved by placing collections of carefully selected finished intelligence at several sites around the country. One set would prob-

25X1A

Additional sites might include colleges in small towns; bank vaults; rented cave or warehouse space; military installations removed from obvious priority targets; or facilities specially constructed for the purpose.

OL 1 4983

C  
O  
P  
Y

C  
O  
P  
Y

A minimum collection would consist of a set of National Intelligence Surveys, plus an approximately equal volume of other finished intelligence. Rosters of recruitable experts and similar information might also be included.

Reproduction techniques now available would permit the reduction of this material to approximately 20,000 actifilm cards, each card 5"x8". The cost of microfilming and preparation of ten sets of actifilm cards, as indicated in Tab A, would be approximately \$43,800.00. This could be absorbed within OCR's cost limitation.

Each set of actifilm cards, together with instructions, indexes, and selected maps in hard copy or transparent slides, would require an eight drawer safe cabinet. Sufficient safe cabinets of this type have recently been emptied by retirement of little used material to the Records Center.

Maintenance of Vital Materials sets on actifilm would be relatively simple, since most items of finished intelligence would fit on one or two cards. An envelope of "changes" could be sent by registered mail every few weeks to the cleared custodian responsible for each set. He would replace the cards in the file with the revision cards, or would file new cards to continue a series. The cost of preparing maintenance cards for ten sets would probably be approximately \$12,000 per year.

The file of actifilm cards could be used by persons not expert in filing. Each card has space for a typed title. Groups of cards can be indicated by guide cards. The filmed text can be read with standard microfilm equipment and can be printed in semi-permanent form by a non technician using a 3M Microfilm Reader-Printer. If all else fails, the text can be read by a powerful magnifying glass. Elementary reading and copying equipment would total approximately \$860.00 per set, or a total of \$8,600.00, which would be chargeable to OCR funds.

At my request, the Chief of Geographical Research, ORR, will provide suggestions for locations which would meet the requirements of dispersion.

Since the classification SECRET is sufficient for most of the basic information for intelligence research and operations, it is desirable to proceed with dispersal of such materials, without waiting for decisions regarding materials of higher classification.


SECRET

C  
O  
P  
Y

C  
O  
P  
Y

RECOMMENDATIONS

1. That the development of small, dispersed collections of Vital Materials be approved in principle.
2. That the Office of Logistics be asked to obtain access to suitable storage space at dispersed locations, checking as appropriate with the Office of Security.
3. That filming of selected finished intelligence begin as soon as possible.

  
Vital Materials Officer  
Office of Central Reference

25X1A

CONCURRENCE:

/B/  
PAUL A. BOREL, Assistant Director, Central Reference

APPROVAL:

/E/  
ROBERT AMORY, Jr., Deputy Director of Intelligence

C  
O  
P  
YC  
O  
P  
Y

## TAB A

COST ESTIMATES FOR ESTABLISHING TEN VITAL MATERIALS COLLECTIONSMicrofilming

NIS - 300,000 pages at 1 1/4 cents per page	\$ 3,800.00
Other finished - 400,000 at 1 1/4 cents per page	5,000.00

Conversion to Actifilm

NIS - 16mm rolls at \$15	4,500.00
plus cost of actifilm at 10.5 cents per card	840.00
Other - 16mm rolls at \$15	6,000.00
plus cost of actifilm at 10.5 cents per card	1,160.00

Additional Sets

NIS - 9 x 8,000 cards at 2 cents per card	1,440.00
plus cost of actifilm at 10.5 cents per card	7,560.00
Other finished - 9 x 12,000 at 2 cents	2,160.00
plus cost of actifilm at 10.5 cents	\$11,340.00

Total for filming	\$43,800.00
-------------------	-------------

Storage Equipment

10 safe cabinets, 8 drawers each	on hand
----------------------------------	---------

Reading and Copying Equipment

10 3M Reader Printers at \$700.00	\$ 7,000.00
20 Magnifying Glasses at \$15.00	300.00
Paper and chemicals	1,020.00
10 tables at \$44.00	440.00

Total for Equipment	\$ 8,760.00
---------------------	-------------

Chief, Supply Division, OL

30 SEP 1960

Chief, Planning Staff, OL

Storage of Finished Intelligence [REDACTED]

25X1A

REF : Memo to the Deputy Director (Intelligence) from the Vital Materials Officer, OCR, subject: "Multiple Sets of Selected Vital Materials", dated 3 May 1960

1. The reference, a copy of which is attached for your further information and guidance, requested approval of dispersed storage of vital materials, asked for OL assistance in the program, and recommended that filming of intelligence be commenced. The reference indicated a total program cost of \$52,560.00, and the recommendations were approved by the DD/I.

2. The originator of the reference, [REDACTED] Vital Materials Officer, OCR, has discussed his requirement with this Staff, and asks that Supply Division, OL, provide secure space at [REDACTED] sufficient to accommodate one 8-drawer, combination lock, insulated, IBM-card safe file cabinet, one 3M reader-printer, and a small supply of photographic paper and chemicals. The space, its location, and access to it must be approved by the Office of Security because the stored, finished intelligence will be classified "Secret", and will be basic to the production and evaluation of further intelligence.

25X1A

25X1A

25X1A 25X1A

3. Material to be filed will consist of exposed negatives of actifilm, the size of IBM cards, which will accommodate up to 72 pages of printed material. [REDACTED] plans to send the material in bulk to storage locations where it will be filed. Periodically, he, or someone from his office, will visit storage locations for the purpose of detail filing of the negatives in accordance with a plan.

25X1A

4. It is recommended you give every consideration to this request of the OCR. At present, [REDACTED] is located in room 1415 "M" Building, telephone extension [REDACTED] It

25X1A 25X1A

SECRET

**SUBJECT:** Storage of Finished Intelligence at [REDACTED]

25X1A

is suggested he be contacted directly regarding requirements for requisitioning of equipment, etc., when and if his secure space requirements can be satisfied.

For Office of Central Reference [REDACTED]

25X1A

It is suggested that procedures for the receipt and bulk filing of vital material at dispersed locations be coordinated with the Office of Security in order that further staff action will not be required, when and if an affirmative acceptance is received from Supply Division, OL.

For Office of Security:

25X1A

The [REDACTED] has a resident Security Officer on its staff. It is suggested that the Office of Security's requirements for the secure storage of the subject vital material be transmitted to the [REDACTED] and its Security Officer, through Chief, Supply Division, OL.

25X1A

*H*

[REDACTED]

25X1A

Attachment:  
The Reference

Distribution:

- Orig & 1 - Addressee (w/attach)
- 1 - OS/Phys. Sec. Div. (w/attach)
- 1 - OCR (w/o attach)
- 1 - D/L (w/attach)
- 1 - OL/PS (Official) (w/attach)

25X1A

OL/PS/PS [REDACTED] (14 Sept 61)

SECRET

**SECRET**

25X1A

Chief, [REDACTED]

Chief, Supply Division

28 SEP 1961

**Storage of Vital Materials for OCR**

1. In connection with the Records Disposal Program, it is requested that space be made available for the following:
  - a. Filing cabinet, IBM card size, eight drawer, insulated, combination lock, one each.
  - b. 3M reader-printer, one each.
  - c. Supply of photographic paper and chemicals (15 cube), one lot.
2. The filing cabinet will be used for the storage of exposed negatives of actifilm the size of IBM cards, which are classified secret.
3. The negatives will be forwarded in bulk to your activity through established mailing channels for classified matter. Upon receipt of the material, it should be placed in the filing cabinet as received pending the periodic visit of an OCR representative who will file the negatives in accordance with an established plan. A group of negatives no larger than a large reference book may be forwarded to your installation for temporary storage in your present safe files before the eight drawer filing cabinet is received at your installation.
4. No special area is required for this material. It can be kept adjacent to filing cabinets containing classified documents already in use at your activity.
5. Please advise by 16 October as to the availability of space and the approval of your security officer.

*approved for  
JWX 2985  
dated 10/11/61*

25X1A

**SECRET**



**SECRET**

**SUBJECT: Storage of Vital Materials for OCR**

**Distribution:**

Orig & 1 - Addressee

1 - OCR

1 - OS/PED

1 - OL/PS

1 - OL/SD/FSB (Official)

1 - OL/SD/FSB Station File

1 - OL/SD/FSB

25X1A

OL/SD/FSB/ [REDACTED] (27 Sept 61) *gq/28*

**CONCURRENCE:**

Telephone coordination w/ [REDACTED]  
Physical Security Division, OS

25X1A

25X1A

*CRH*  
*hso*

**SECRET**

25X1A

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

SECRET

SUBJECT: Storage of Vital Materials for OCR

25X1A

4. The Filmac 100 Reader Printer (6730-H99-2107) was procured [REDACTED] A copy of the applicable requisition is attached hereto. The spare frosted glass screen for the Reader Printer, Item 2 of the same requisition, has now been received from the vendor and will be forwarded to you under Voucher Number 62-18711-FV4P.

5. If we can be of any further assistance in this matter, please let us know.

25X1A

Attachment:

Copy of Reqn. 5680-8031-62

Distribution:

Orig - Addressee

1 - OL/SS

① - OL/SD/FSB (Official)

25X1A

OL/SD/FSB [REDACTED] 9 December 62)

CONCURRENCE:

25X1A

Chief, Security Staff, OL

Date

25X1A

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

**Next 1 Page(s) In Document Exempt**

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100130004-3

25X1A

25X1A

25X1A

Approved For Release 2001/08/09 : CIA-RDP89-00624R000100430004-3

OCR

BUDGET CERTIFICATION AND/OR FUNDS ARE AVAILABLE. CHARGE COST CENTER INDICATED IN BLOCK ESTIMATED IN BELOW.

25X1A

2/26/62

DESIGNATION FOR MATERIAL AND/OR SERVICES		REQ'D. DATE 2/26/62	REQ'D. NO. 5680-8031-62	VOI. DATE 3/8/62	VOI. NO. 62-18711
FOR PROG. OBLIGATE ALLOTMENT NO. 2589-0680-0035		REQUIRED DATE AT DESTINATION (NOT REQUIRED FOR ROUTINE REQ'D. ENTER DATE ONLY IF REQUIREMENT IS FIRM)		DATE PROC. ITEM 4/12/62	DATE STOCK ITEM 17 APR
* CHARGE COST CENTER, NO. 2156-1080-7000				TYPE I FPA	TYPE II FPA
CONSIGNER 25X1A		SHIP TO: Office of Logistics		REFERENCE RECOMMENDED METHOD OF SHIPMENT (TRUCK, RAIL, SHIP, PLANE, OR POSTAL) TRUCK	RECOMMENDED CHANNEL FOR SHIPMENT (COMMERCIAL, MILITARY, OTHER) Comm
PACKING INSTRUCTIONS 25X1A		HOLD FOR OCR/VH		PACKING INSTRUCTIONS	

SOURCE		POSTED		STOCK CONTROL REMARKS		PRICING AND EDITING DATA				
PROC.	WHSE.	INITIAL	DATE	ITEM NO.	STOCK NO.	EXT.	QUANTITY	UNIT	UNIT PRICE	EXTENSION
✓		903	3/19/62	1	4/6730-H99-2107	RE	1	ea.	\$681.00	187200
Reader-Printer, Filmac 100, equipped with a 9X and a 19X lens							1	ea.	\$5.29	7.800
				2	4/6730-W02-3593	X	1	ea.	\$5.29	1.200
Spare frosted glass screen for above.							12	ea.	1.00-1	4.800
				3	7/7530-543-727	X	12	ea.	1.00-1	2.00-1
Paper, 8"							6	pt.	1.00-1	2.00-1
				4	4/6750-608-109	X	6	pt.	1.00-1	2.00-1
Activator fluid							6	ea.	2.00	1.200
				5	7/7920-1100-9573	X	6	ea.	2.00	1.200
Sponges							6	ea.	2.00	1.200
				6	7/7930-1103-4028	X	6	ea.	2.00	1.200
Lens Cleaner, 102 Btl.							6	ea.	2.00	1.200
				7	5/6240-602-3596	X	6	ea.	2.00	1.200
Lamps (62)							6	ea.	2.00	1.200